

Registering for 2020 Infectious Substances Packaging & Shipping Training in TRAIN 3.0

(Note: non-FDOH users may have a slightly different screen layout.)

Stuck or still need help? Contact leah.kloss@flhealth.gov with a description of the problem.

Step 1: Log into TRAIN at <https://fl.train.org/Desktopshell.aspx>

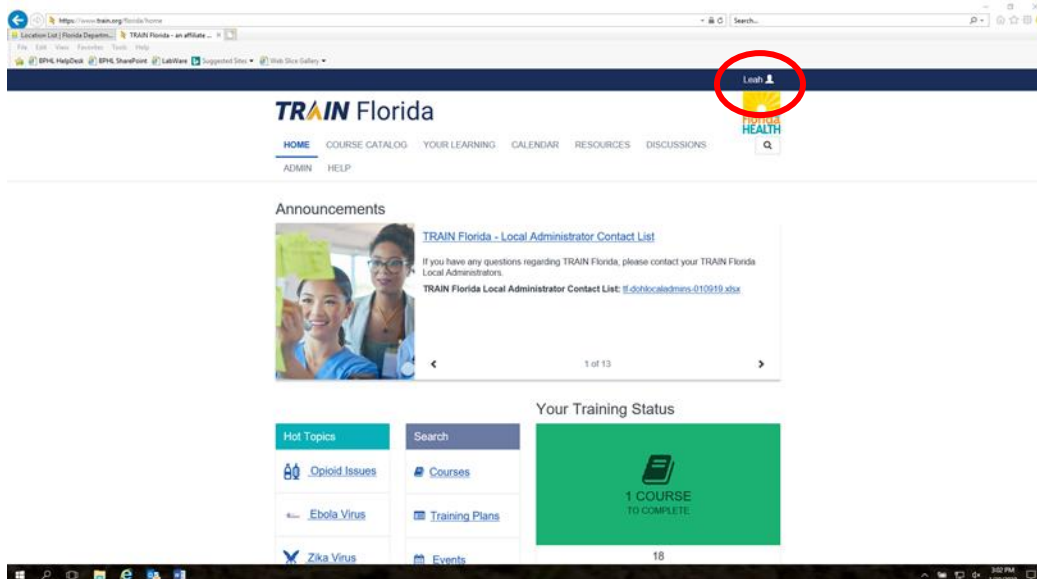
FDOH users: Your login number is your People First number.

Non-FDOH: Don't have a TRAIN account? Click the link to create a free account. **(Please set your profile's Groups affiliation to Florida-General: click to tier down from National→Florida→Florida-General)**

Once logged in you should see a screen similar to the one below. (Examples are 2019 screenshots, but 2020 looks the same.)

The screenshot displays the TRAIN Florida website interface. At the top, the browser address bar shows the URL <https://www.train.org/florida/home>. The page header includes the "TRAIN Florida" logo and a navigation menu with links: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search bar is also present. Below the header, the "Announcements" section features a carousel of images and text, including a link to the "TRAIN Florida - Local Administrator Contact List" and a download link for a contact list file. The "Your Training Status" section shows a green box indicating "1 COURSE TO COMPLETE" and a progress bar at 18%. On the left, there are "Hot Topics" and a "Search" section with links to Opioid Issues, Ebola Virus, Zika Virus, Courses, Training Plans, and Events.

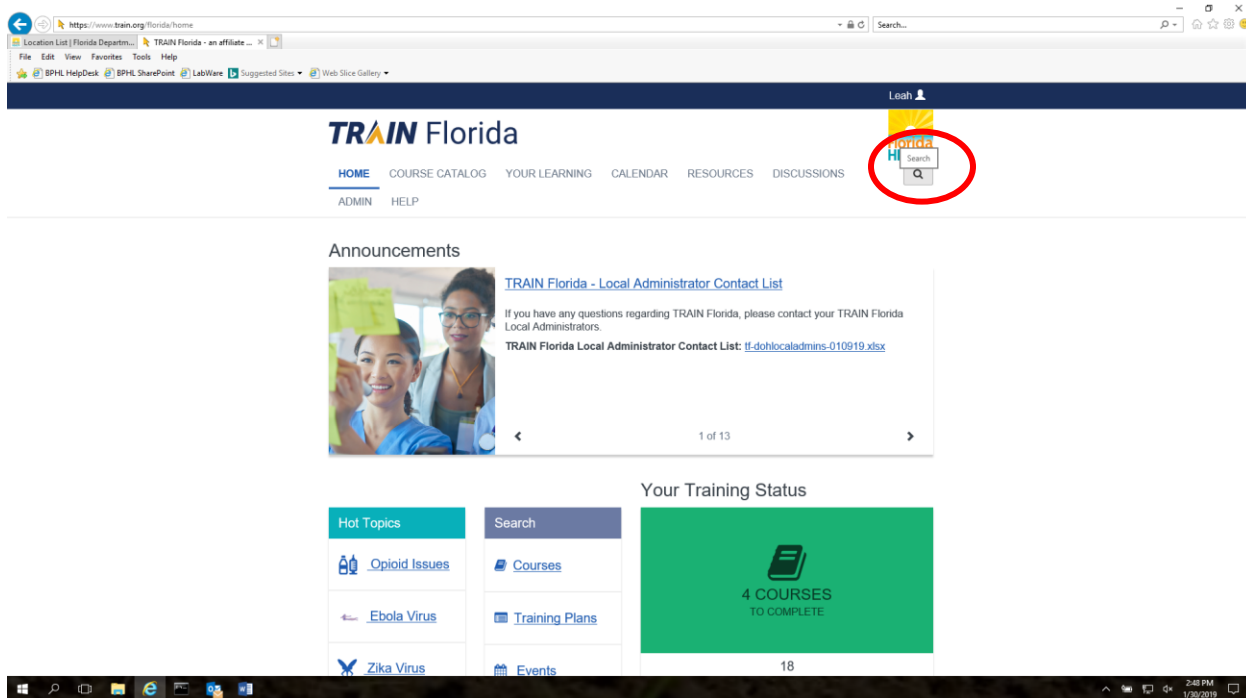
Step 2: Check your account and notifications



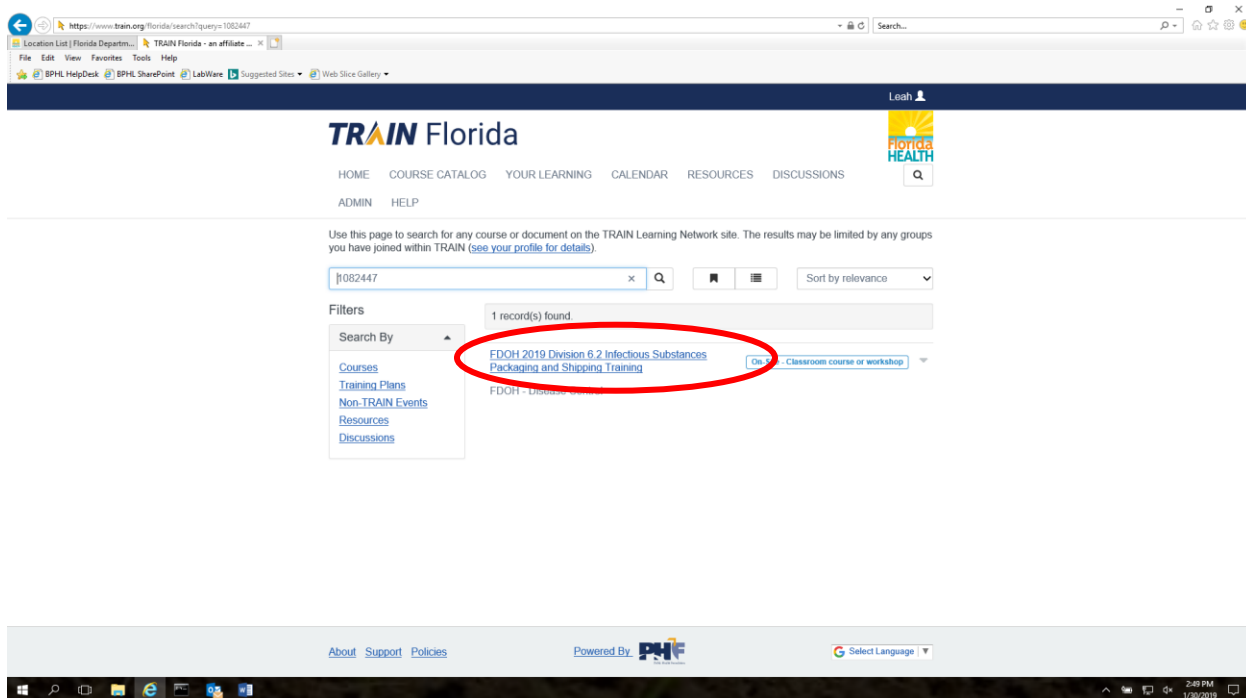
Click on your name on the top navy-blue bar (as circled above) and then select **Your Profile** to access your account and settings. Click **Account** on the left-hand column (see picture below). **Important:** Make sure your email address is correct and current, and if you want to receive a confirmation email, make sure to click the radio button that says Yes below “I would like to receive emails from TRAIN” as in the example following. This has to be done annually, and your email confirmed, to receive confirmations and other course-related information. (Non-DOH users: Please set your profile “Groups” affiliation to Florida-General: click to tier down from National→Florida→Florida-General.)

Click the green **Save** button on the top right. Now close Your Profile by clicking the orange **Close** button on the top left to go back to the Home screen.

Step 3: Find the Course Page: Click on the search box and enter this year's course ID number, 1088796, and search.



When it brings up the course, click on it.



Now you should see the main course page that looks like this:

The screenshot shows the TRAIN Florida website interface. The header includes the TRAIN Florida logo, navigation links (HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, HELP), and a user profile for Leah. The main content area displays the course title "FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training" with a "Back" button and a "Save For Later" button. Below the title is a globe icon and a "Choose a session" section. The course details include: Course Number 872115, ID 1082447, Skill Level: Intermediate, and 8h duration. The course description states: "Course Title: FDOH 2019 6.2 Infectious Substances Packaging and Shipping Training. Course Duration: 8 hours (All sessions are scheduled from 9:00am to 4:30pm local time but may run longer). Course Description: Infectious Substances Packaging and Shipping Training is a..." with a "Show More" link. The "Choose a session" section shows a single session for Mar 19, 2019, at Bay County Health Department (244.3 miles away) at 10:00 AM (EST) with 30 seats available. A "Get Approval" button is next to the session.

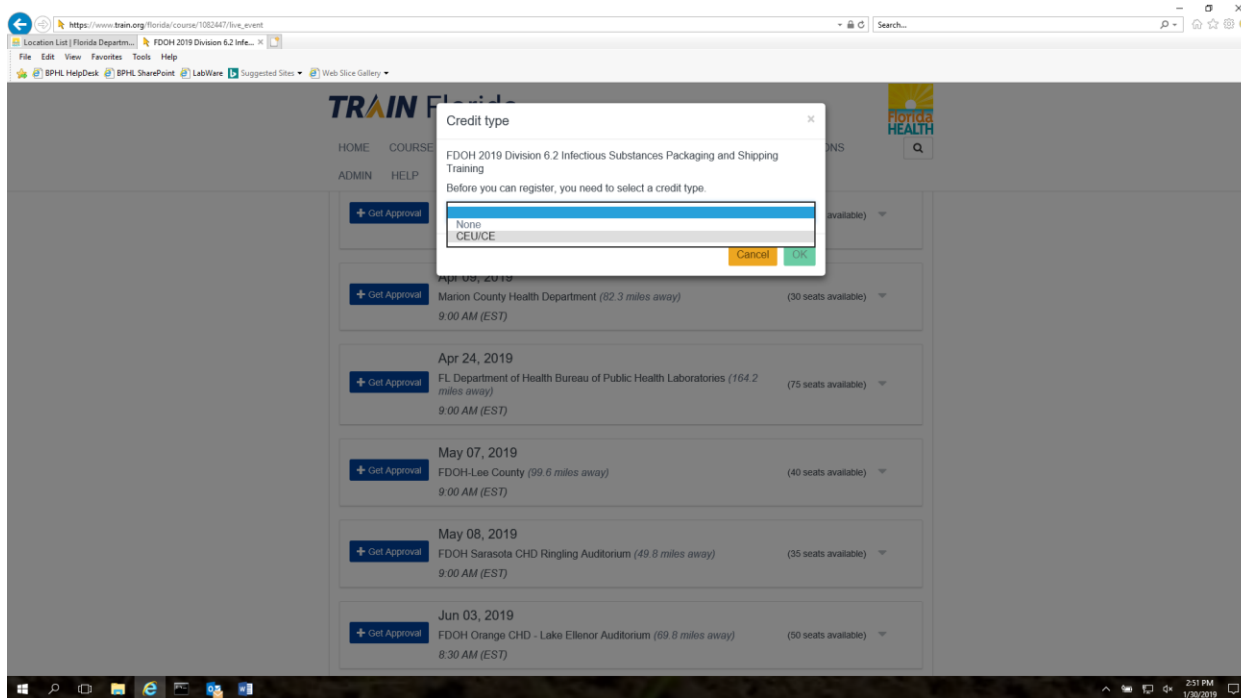
Step 4: Choose your session

Scroll down to see the list of available dates and locations. Click the **+Get Approval** button next to the class you want. In the example below I have selected 5/7/19 in Lee County.

The screenshot shows the TRAIN Florida website interface with a list of available sessions. The sessions are listed with their dates, locations, distances, and seat availability. A red arrow points to the session for May 07, 2019, at FDOH-Lee County (99.6 miles away) at 9:00 AM (EST) with 40 seats available. The session is marked with a "+ Get Approval" button.

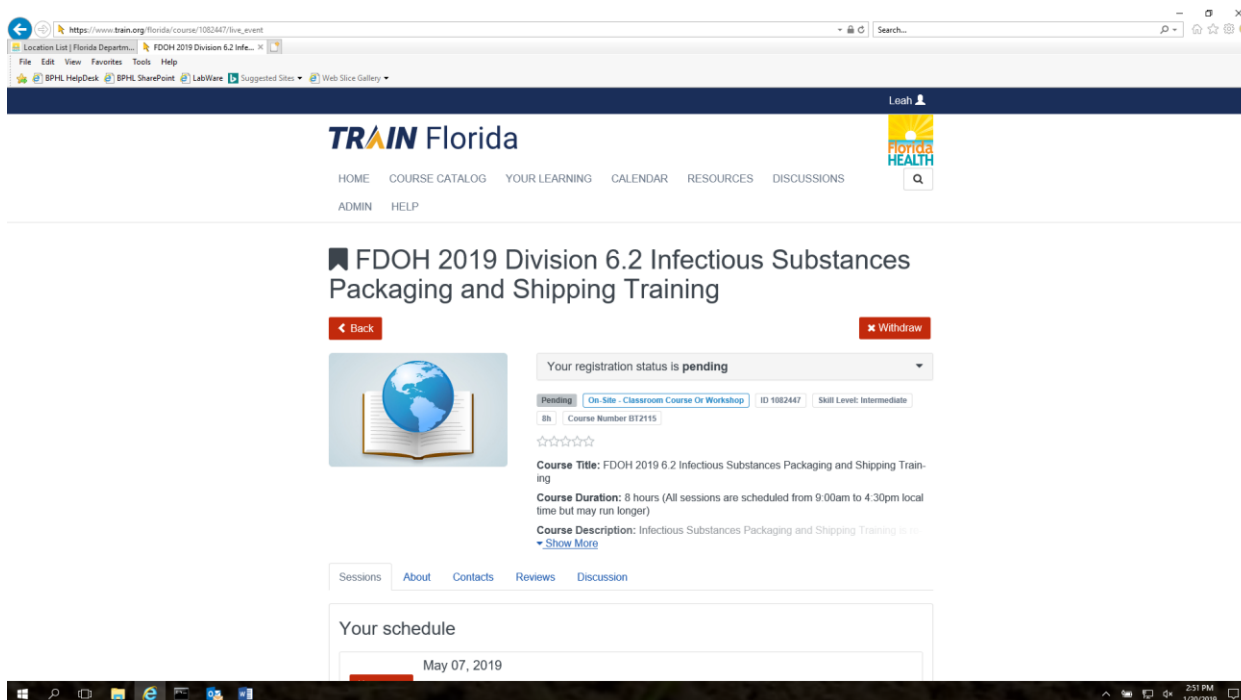
Date	Location	Distance	Time	Seats Available
Apr 08, 2019	Volusia County Health Department	107.5 miles away	9:00 AM (EST)	30 seats available
Apr 09, 2019	Marion County Health Department	82.3 miles away	9:00 AM (EST)	30 seats available
Apr 24, 2019	FL Department of Health Bureau of Public Health Laboratories	164.2 miles away	9:00 AM (EST)	75 seats available
May 07, 2019	FDOH-Lee County	99.6 miles away	9:00 AM (EST)	40 seats available
May 08, 2019	FDOH Sarasota CHD Ringling Auditorium	49.8 miles away	9:00 AM (EST)	35 seats available
Jun 03, 2019	FDOH Orange CHD - Lake Ellenor Auditorium	69.8 miles away	8:30 AM (EST)	50 seats available

Step 4 continued: After clicking Get Approval, you will see a pop-up box about CEUs, as below. If you want credits, click CEU/CE; if not click none. (As of 2019, the Bureau of Public Health Labs can only provide credits for FL licensed lab professionals. Others may submit on their own.) Then click OK.



Step 5: Registration Pending

You will see a screen like the one below noting that your registration is pending until it is approved by a course provider. If you opted to receive emails from TRAIN, you will get a confirmation email when approved.



Step 6: Verifying Registration and/or Class Details; Withdrawing

If you did not opt to receive emails from TRAIN and want to verify your status, or you want to see the class details like date/time/address, log into TRAIN and click **Your Learning** on the Menu Bar. When you are approved for the course, you will see it listed as **In Progress** until you attend the class.

The screenshot shows the TRAIN Florida website interface. The 'YOUR LEARNING' menu item is circled in red. Below the navigation bar, there is a section titled 'This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.' Below this, there are tabs for 'Your Current Courses', 'Your Training Plans', 'Your Certificates', and 'Your Transcript'. A 'Filter by Status' dropdown is also present. A table lists the current courses, with a red arrow pointing to the first entry:

Title	Status	Credit Type	Format
FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training	In Progress		Live Event (In

The footer of the page includes links for 'About', 'Support', and 'Policies', a 'Powered By' logo for PHF, and a 'Select Language' dropdown. The Windows taskbar at the bottom shows the date and time as 2:54 PM on 1/30/2019.

You can click on the course name to see further details and withdraw or change your session.

Click the red **X Withdraw** button to withdraw or change. Once withdrawn, you can re-register for a different session just as you did before (start from Step 3 of this guide).

The screenshot shows the TRAIN Florida website interface. The top navigation bar includes links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. The main content area displays course details for 'FDOH 2019 6.2 Infectious Substances Packaging and Shipping Training'. A red arrow points to the 'Your schedule' section, which lists a session for May 07, 2019, at 9:00 AM (EST) in FDOH-Lee County (99.6 miles away). The session entry has a 'Withdraw' button and a gray down arrow.

Finally, to see date, time, address (and map link), etc., click on the gray down arrow next to your scheduled class and it will expand to show more details.

This screenshot shows the expanded details for the May 07, 2019 session. The 'Expand' button, indicated by a red arrow, is located to the right of the session entry. The expanded view provides comprehensive information:

- Session:** May 07, 2019, 9:00 AM (EST), FDOH-Lee County (99.6 miles away). Includes a 'Withdraw' button.
- Registration Deadline:** 30 Apr 2019 11:59 PM.
- Languages:** English.
- Location:** FDOH-Lee County : Room Conference Room, Building Pondella Clinic (99.6 miles away), 83 Pondella Rd, N Fort Myers, Florida, United States 33903. Includes a map link.
- Contact:** Leah Kloss, leah.kloss@flhealth.gov, 8132332278.
- Time:** 9:00 AM - 4:30 PM (EST). Includes an 'Add to Personal Calendar' button.